

Single Sign On Transition Webinar #3

April 14, 2021

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Indiana
DEPARTMENT OF
EDUCATION

Working Together for Student Success

Objectives

- Review steps necessary prior to transition weekend
 - Key roles played by Learning Connection (LC) coordinators, LINK security coordinators, directors of special education, and IIEP users
- See sample communication to staff for LC to LINK transition
- Discuss and determine key points of contact for your team during the transition process



Transition Dates

March 5-7

- [Independent school corporations and the Indiana Department of Corrections \(IDOC\)](#)

April 9-11

- [Charter schools and charter school groups](#)

May 14-16

- [First half of all special education cooperatives](#)

June 18-20

- [Second half of all special education cooperatives](#)



Basic Information

- Please see [IIEP Transition Steps from LC to LINK](#) (main directions) on the [Unified Access](#) page
- Please also see [the memorandum](#) issued by Dr. Holsapple on January 6 for additional information.



Cooperatives

- Cooperatives can be set up by school corporations to provide services and staff to students under IC 20-35
- Setting up cooperatives is completely voluntary
- Charter schools may form or join existing cooperatives
- Cooperatives may provide shared leadership, common staffing, coordination of services, and a shared federal Part B grant
- Cooperatives are created as networks in the LINK system



LINK Networks

- **Network:** A group of local education agencies (corporation #s) associated with each other for a particular purpose
 - Set up by IDOE
 - Has its own portal in the LINK system, with a separate security coordinator from any of the member corporations (may be the same actual person)
 - Networks share students and/or staff
 - Example: Tindley Accelerated Schools contains Charles A. Tindley Accelerated, Tindley Genesis, and Tindley Summit



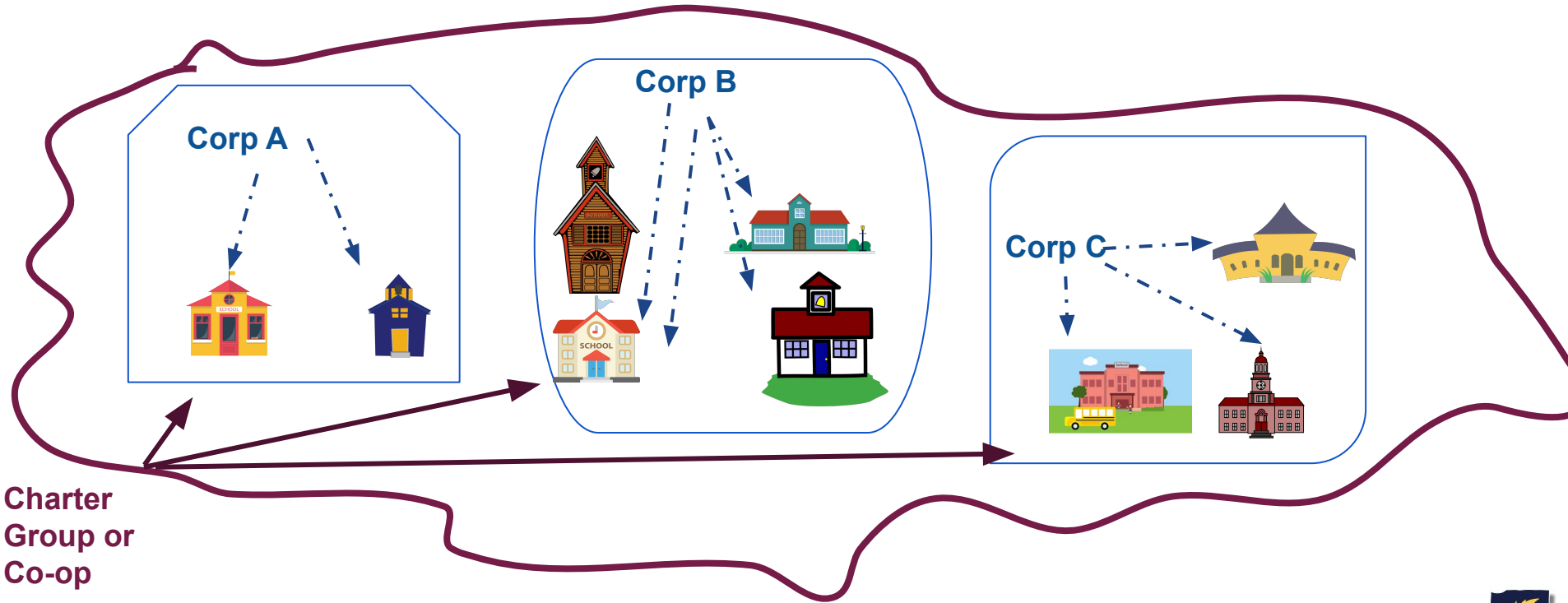
LINK Access Types

Access set by LINK only permits access to the landing page of the corporation's login page. No schools or student records will be available until granted by District Administrator.

LINK Corporation Account	Access to one corporation, set by Corporation Security Coordinator. Individual school access and role set by District Administrator.
LINK Network Account	Access to multiple corporations, set by Network Security Coordinator. Individual school access and role set by District Administrator.



LINK Network Structure



Communicate and Prepare

1. Communicate

- Special education directors need to know the LINK security coordinators.
- There are 1-2 LINK security coordinators per local education agency.

2. Prepare

- Remove IIEP Access from LC for any staff not accessing IIEP within your corporation.
- Review all email addresses in LC to ensure they match the G-Suite or Microsoft emails used for LINK logins (LINK Security Coordinator can confirm LINK logins)
- Issue contract staff a Google or Microsoft account on your domain
- Wait 48 hours and then review IIEP to inactivate or update unknown users as needed.



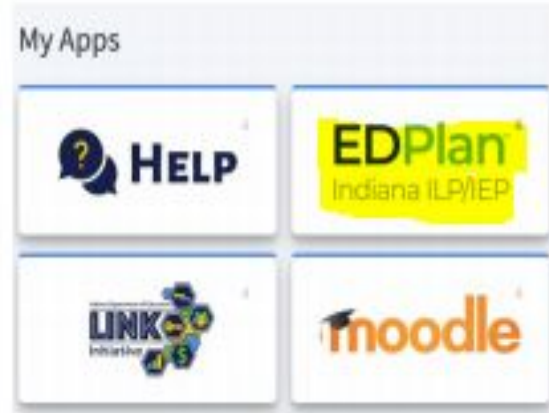
Set Staff Types in LINK

3. Staff Type Added in LINK- Student Support Plans

- To see the EdPlan tile on LINK, the LINK security coordinator must assign “Student Support Plans” as the staff type
- Staff types can be added manually or uploaded in bulk
- See [Staff Type Assignment via Upload](#)

Security Coordinators, see the following Excel templates:

- [011 StaffAssociation StaffEdOrgAssignmentAssociation v2.2.csv](#)
- [012 StaffAssociation StaffEdOrgContactAssociation v2.2.csv](#)



Set Staff Types in LINK

011_StaffAssociation_StaffEdOrgAssignmentAssociation_v2.2.csv

011_StaffAssociation_StaffEdOrgAssignmentAssociation_v2.2.csv

```
EdOrgId,SPN,StaffClassification,BeginDate,EndDate
REQ,REQ,REQ,REQ,OPT
string,string,Descriptor Values,[MM/DD/YYYY],[MM/DD/YYYY]
max 60,max 32,,
,"Otherwise known as ""Roles""",
EdOrgId,SPN,StaffClassification,BeginDate,EndDate
1088880000,88888888,Student Support Plans,10/20/2020,(REMOVE THIS EXAMPLE ROW)
```

012_StaffAssociation_StaffEdOrgContactAssociation_v2.2.csv

012_StaffAssociation_StaffEdOrgContactAssociation_v2.2.csv

```
EdOrgId,SPN,ContactTitle,ElectronicMailAddress
REQ,REQ,REQ,REQ
string,string,string,string
max 60,max 32,,min 7
,,Used for Unified Access,max 128
EdOrgId,SPN,ContactTitle,ElectronicMailAddress
1088000000,88888888,Unified Access,link_email@k12.in.us (REMOVE THIS EXAMPLE ROW)
```



Ask IIEP Users to Log In

4. Try it Out

- Have staff practice/confirm they can log into LINK and see the EdPlan tile using the “Sign in with Google” or “Sign in with Microsoft” options
- The EdPlan tile will not function before the transition weekend (starting Monday, May 17th)
- See the pdf [Link User Login Support](#)

A screenshot of the IDOE Identity login page. It features a header "IDOE | Identity" and two large buttons: "Sign in using Google" (red) and "Sign in using Microsoft" (blue). Below these is the "IDOE Login" section with fields for "Email" and "Password", a "Sign in" button, and a link for "I forgot my IDOE login password." At the bottom is a link for "Terms of Use Agreement".

Sample Communication to Staff

What is LINK?	IDOE is moving all of its supportive systems to this unified access point. Learning Connection will be going away. Users will access IIEP via the LINK portal following the transition. Here is a little more about IDOE Unified Access/LINK initiative .
When will this change occur?	May 14, 2021- May 16, 2021 for charter schools and charter school groups.
What do I need to do beforehand?	<p>Read through the LINK User Login Support document.</p> <p>Practice logging in with LINK. You should be able to see the EdPlan tile.</p> <ul style="list-style-type: none">● Important: You will not have access to IIEP starting at 4:00 p.m. (EST) on Friday, May 14. You will be able to access IIEP via LINK starting Monday, May 17, 2021.
What if I need help?	<p>IIEP Questions: Jane.doe@k12.in.us (i.e., LEA IIEP contact)</p> <p>LINK Access questions: Contact John.doe@k12.in.us (i.e., your security coordinator)</p>



Transition Complete



- Click the EdPlan tile to be taken to the IIEP system.
- Caseloads will appear as long as the email address within IIEP matches the email of the LINK login.



Common Issues/Questions

- LINK site comes up blank: This is due to wrong bookmarked url. Make sure bookmarks are only <https://link.doe.in.gov>
- Staff don't know to use either "Sign in with Google" or "Sign in with Microsoft": Please communicate/ demonstrate!
- "Forgot Password" never sends a password: It won't ever
- "Looks like there was an error": Check login option (Google or Microsoft), logout completely, and log back in.
- No EdPlan tile: Contact Security Coordinator. (Staff type assigned to wrong email)

Within IIEP

- No caseloads appear: Most likely LINK login email doesn't match IIEP email
- Multiple Organizations Message: Can only have Student Support Plans at one organization



IDOE Transition Team and Contact Info

Learning Connection helpdesk ticket: <https://help.doe.in.gov/>
LINK questions: link@doe.in.gov

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Thank You

